

2-4 & 2-5	01/11/12	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2212 Forward three (3) copies to address at left.
Court	Date		
WORCESTER COUNTY			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

JAN 23 2012

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Landlord Tenant (rest. only 2008)	2219	secti II Item 2	2008	5	4/23/12	All Shred Inc.
<p style="font-size: 1.5em;">Retain dockets permanently</p>							
Closed in _____							

Destruction Approved by Maryland State Archives

1/18/2012
Date

[Signature]
State Archivist

[Signature]
Signature of Court Official

Destruction Certification

[Signature] 4/23/12
Title Date

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION


JAN 23 2012

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		Retention Schedule No.	Item No.				
	Civil Records in " A " boxes 2008 - (stripped mat. only) <div style="font-size: 1.5em; margin-top: 20px;">Retain dockets permanently</div>	2219	secti II Item 2	2008	5	4/23/12	All Shred Inc.
Closed in _____							

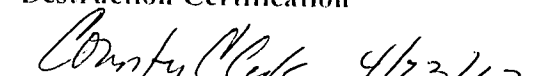
Destruction Approved by Maryland State Archives

 1/18/2012
 Date


 State Archivist


 Signature of Court Official

Destruction Certification


 Title Date

2-4 & 2-5	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2212 Forward three (3) copies to address at left.
Court Date <u>1/11/12</u>		
WORCESTER COUNTY		
County		

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JAN 23 2012

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	All Accounting- Daily Cashier Report- Deferred Reports- up to 2008	2219	secti V Item 1c	2008	3	4/23/12	All Shred Incl.
Closed in _____							

Destruction Approved by Maryland State Archives

1/18/2012
Date

Edward C. [Signature]
State Archivist

[Signature]
Signature of Court Official

Destruction Certification

County Clerk 4/23/12
Title Date

2-4 & 2-5	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2212
Court		Date <u>1/11/12</u>
WORCESTER COUNTY		
County		
		Forward three (3) copies to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

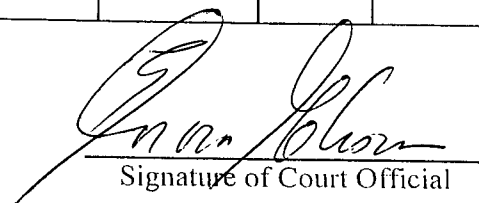
JAN 23 2012

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Expungement - up to 2008 (expunged case files)	2219	Sect IV 2008 Item 2d.		10	4/23/12	All Shred ENC.
Closed in _____							

Destruction Approved by Maryland State Archives

1/18/2012
 Date


 State Archivist


 Signature of Court Official

Destruction Certification


 Title

4/23/12
 Date

2-4 & 2-5	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2212 Forward three (3) copies to address at left.
Court Date <u>1/11/12</u>		
WORCESTER COUNTY		
County		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

JAN 23 2012

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		Retention Schedule No.	Item No.				
	Motor Vehicle Related paper for "2008" (TRAFFIC)	2219	Sect IV Items 2a.b.c.	2008	20	4/23/12	All Shred Inc.
	Closed in _____						

Destruction Approved by Maryland State Archives

1/18/2012
 Date

Edward C. Thompson
 State Archivist

Cheryl Blum
 Signature of Court Official

Destruction Certification

County Clerk
 Title

4/23/12
 Date

2-4 & 2-5	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2212 Forward three (3) copies to address at left.
Court Date <u>1/11/12</u>		
WORCESTER COUNTY		
County		

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JAN 23 2012

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		Retention Schedule No.	Item No.				
	Criminal Records for 2008	2219	Sect IV Items 2a.b.c.	2008	80	4/23/12	All Shred enc.
Closed in _____							

Destruction Approved by Maryland State Archives

1/18/2012
Date

Edward A. Toppin
State Archivist

[Signature]
Signature of Court Official

Destruction Certification

County Clerk 4/23/12
Title Date